

## APPLICATION FORM

**Please note: if you have a CV which describes your career in detail, please attach a copy once you have fully completed the application form**

**Position applied for:** \_\_\_\_\_

**How did you hear about this vacancy?** \_\_\_\_\_

### Personal information

<b>Surname:</b> _____	Mr / Mrs / Miss	<b>Forenames:</b> _____
<b>Address:</b> _____ _____	<b>Home Tel No:</b> _____	
	<b>Mobile:</b> _____	
	<b>Email:</b> _____	

If you are not a British or EEC national do you hold a valid work permit?

**Work permit no:** \_\_\_\_\_ **Date of issue:** \_\_\_\_\_

Do you have a current form of photographic identity? **Passport**  **Driving Licence**

**National Insurance No:** \_\_\_\_\_

Do hold a current full **UK driving licence**? **Yes**  **No**  Manual  Automatic

Do you own a car? Endorsements? \_\_\_\_\_

Do you hold an **LGV licence**? **Yes**  **No**  if yes- Class: \_\_\_\_\_

Do you hold a driver **certificate of professional competence (CPC)**? **Yes**  **No**

Do you hold a **forklift licence**? **Yes**  **No**  Date issued: \_\_\_\_\_

Type of licence: Reachtruck  Counterbalance

Under current UK security regulations we are required to undertake a **DBS** (Disclosure Barring Service) check on all applicants. If you have been overseas for a period of 6 months or more at a time, we will need to obtain an overseas Criminal record check from the country you resided in.

Have you been convicted of a criminal offence other than a spent conviction under the rehabilitation of offenders act 1974?

**Yes**  **No**

If **yes**, please provide full details: \_\_\_\_\_

**HEALTH:** (as part of your recruitment process you will be required to attend a medical after an offer of employment is made)

✔ Do you suffer from any medical condition which may prevent you from undertaking the job you are applying for?

**Yes**  **No**

if yes, please give details: \_\_\_\_\_

✔ Do you have normal colour vision (as required by airport regulations)? **Yes**  **No**

In line with the Aviation Security Regulations, we are required to undertake pre-employment checks covering the past 5 years. **This must include all periods of unemployment, self employment or gap periods** and will require the exact dates (date/month/year) of **ALL** employment and education history.

Please list below present and past employment, beginning with your most recent, to cover the past 5 years. Please continue on a separate sheet if necessary.

In the case of unemployment/ income support please state address of the office dealing with your claim, and complete the enclosed slip.

If you have been unemployed and not claiming benefit for a period of more than 28 days, please include this information. If you have been self-employed, please provide details of your solicitor or accountant whom we can request the reference.

## Employment Details

Are you currently employed?    **Yes**     **No**

*If you answered "YES" please fill in the details below.*

*If you have answered "NO" please fill in **Part B***

Can we contact your current employer for employment details?    **Yes**     **No**

## Current Employment Details

Employer's details:	Employment details:
<b>Name:</b> _____ <b>Address:</b> _____  <b>Job Title:</b> _____ <b>Telephone No:</b> _____ <b>Email:</b> _____	<b>Duties and Responsibilities:</b> _____    <b>Job Title:</b> _____
<b>Reason for Leaving:</b> _____	<b>Dates of Employment:</b> From _____ To: _____ <span style="margin-left: 100px;"><small>dd/mm/yyyy</small></span> <span style="margin-left: 100px;"><small>dd/mm/yyyy</small></span>
<b>Notice Period:</b> _____	<b>Current Salary</b> £ _____ per hour                      £ _____ per annum

### **Part B:**

If you are unemployed, are you registered with an employment services office?

**Yes**     **No**

If **yes**, please provide the full address of the employment services office by completing the attached sheet within application form (see page 5).

## Previous employment details

Employer's details:	Employment details:
<b>Name:</b> _____ <b>Address:</b> _____  <b>Job Title:</b> _____ <b>Telephone No:</b> _____ <b>Email:</b> _____	<b>Duties and Responsibilities:</b> _____    <b>Job Title:</b> _____
<b>Reason for Leaving:</b> _____	<b>Dates of Employment:</b> From _____ To: _____ <span style="margin-left: 100px;"><small>dd/mm/yyyy</small></span> <span style="margin-left: 100px;"><small>dd/mm/yyyy</small></span>
<b>Notice Period:</b> _____	<b>Current Salary</b> £ _____ per hour                      £ _____ per annum

## Previous employment details

<b>Employer's details:</b> <b>Name:</b> _____ <b>Address:</b> _____ _____ <b>Job Title:</b> _____ <b>Telephone No:</b> _____ <b>Email:</b> _____	<b>Employment details:</b> <b>Duties and Responsibilities:</b> _____ _____ _____ <b>Job Title:</b> _____
<b>Reason for Leaving:</b> _____	<b>Dates of Employment:</b> From _____ To: _____ <small style="margin-left: 100px;">dd/mm/yyyy</small> <span style="margin-left: 100px;"><small>dd/mm/yyyy</small></span>
<b>Notice Period:</b> _____	<b>Current Salary</b> £ _____ per hour                      £ _____ per annum

**If employment history listed does not cover more than 5 years continue on a separate sheet including reason for leaving**

## Personal references

Please give the details of two people (the referee should not be a relative, a partner if cohabiting, under 16, or former employers) we could approach for character references who you have known and been in regular contact with for more than two years.

<b>Name:</b> _____ <b>Address:</b> _____ _____ <b>How long have you known referee:</b> _____ <b>Occupation:</b> _____ <b>Telephone No:</b> _____ <b>Email:</b> _____	<b>Name:</b> _____ <b>Address:</b> _____ _____ <b>How long have you known referee:</b> _____ <b>Occupation:</b> _____ <b>Telephone No:</b> _____ <b>Email:</b> _____
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## Educational references NB. The company may require proof of qualifications

### EDUCATION: *(from secondary school)*

School/ college/ university attended	Dates	Subjects/ courses studied	Qualifications obtained
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### TRAINING: *(Please give details of any career related training or any special expertise you feel may be relevant to your application and membership of professional bodies)*

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**The company offer advanced learning programmes (apprenticeships) relevant to the role, would this be of interest?**

**Yes**     **No**

## Leisure activities

Please give details of any social activities or positions of responsibility you hold which are not directly related with your employment

## Additional relevant information

Please provide details of any other information you think would be of interest to us in considering your application:

# EMPLOYMENT APPLICATION FORM – SUPPLEMENTARY SHEET

## UNEMPLOYMENT/INCOME SUPPORT

Please complete the following section if you included periods of unemployment/claiming benefits under employment history

**I hereby give permission for the Employment Service/Social Security Department to confirm the details of any periods of unemployment/income support to dnata Ltd in line with their security regulations.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Name** (Please Print): \_\_\_\_\_

**National Insurance No:**

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**Name & Address of Benefit Office:**

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I hereby give permission to contact previous employers/educational establishments/government agencies/personal referees for verification of the information.

***\*Note: we will not contact present employer without your permission***

I can confirm that I have no criminal convictions other than any treated as spent under the provisions of the Rehabilitation of Offenders Act 1974 and those disclosed on this form.

The information I have provided in this application is true and complete and I understand that should I be made an offer of employment, any misrepresentation of the facts is a ground for refusal of employment or disciplinary proceedings (and in appropriate cases, criminal charges).

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_